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(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SUDMEIER, Elizabeth	12 May 12	F	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Reports Officer (b)(3)	DDP/NE/	Hqs. (b)(3)

9. CHECK (X) TYPE OF APPOINTMENT						10. CHECK (X) TYPE OF REPORT			
X	CAREER		RESERVE		TEMPORARY		INITIAL	XXX	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL *(See instructions - Section C)*					X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL *(Specify):*						SPECIAL *(Specify):*		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD *(From- to-)*
	1 February 1967 - 17 May 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on *probation, to reassignment or to separation. Describe action taken or proposed in Section C.*
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
S - Strong	Performance is characterized by exceptional proficiency.
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised).*

	RATING LETTER
SPECIFIC DUTY NO. 1 Senior Intel Officer for [redacted] responsible for collection and dissem (b)(3) of information from all sources on the [redacted] (b)(3)	O
SPECIFIC DUTY NO. 2 Organization and direction of a small section to prepare [redacted]	S
SPECIFIC DUTY NO. 3 Personal preparation of daily cable summaries of special intelligence for [redacted] (b)(3) tailored to their intelligence and operational requirements--an activity which saves the Agency over [redacted] per year over previous practices. (b)(3) (b)(3)	S
SPECIFIC DUTY NO. 4 Personal preparation and revision of detailed studies [redacted] (b)(3)	S
SPECIFIC DUTY NO. 5 Familarization with the politics, economics and military affairs of [redacted] with which she was almost totally unfamiliar when she joined us. (b)(3) (b)(3)	O
SPECIFIC DUTY NO. 6	

24 MAY 196[redacted] (b)(3) (b)(6)

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 4-65 45 USE PREVIOUS EDITIONS

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GROUP 1
Excluded from automatic downgrading and declassification

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SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Miss Sudmeier reluctantly but graciously accepted the responsibility for organizing a CE Analyst of minimal competence, a superior clerk, a new typist and whatever CT or other temporary case-officer talent could be mustered. Those who have worked for her have learned a lot, and two have been deservedly promoted on the basis of the performance she has taught them to produce.

There is no job here, great or small which Miss Sudmeier will not tackle cheerfully and effectively. She gets things done on time!

Miss Sudmeier had a little trouble fitting in with some of her younger female colleagues, who were primarily headquarters oriented. After all her years in an operational capacity in the field she had trouble getting on the same wave length with them, and was occasionally impatient. While trying to adjust to the Washington mode, she became unduly concerned when she was inadvertantly and temporarily slighted in the issuance of parking permits. I attribute all this to culture shock and preoccupation with some formidable personal problems devolving from the sudden necessity to care for an invalid father while settling in at headquarters.

Miss Sudmeier is an unusually well-rounded and aggressive intelligence officer with whom it has been my privilege to work in a variety of circumstances over the past fifteen years. Here, as in every job I have seen her perform, she is invaluable--and she's still teaching me tricks!

Subject is cost conscious.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
17 May 1968	Elizabeth Sudmeier

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	T
17 May 1968	CNE/ [redacted]	[redacted]

(b)(3)
(b)(6)

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL (b)(3)

A very qualified, professional employee.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE
20 MAY 1968	ADCNE/ [redacted]	[redacted]

(b)(3)
(b)(6)

SECRET

(b)(3)

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